

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Thursday, May 24, 2012 at the hour of 7:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

**I. Attendance/Call to Order**

Chairman Lyne called the meeting to order.

Present: Chairman Sister Sheila Lyne and Directors David Carvalho, Quin R. Golden and Jorge Ramirez (4)

Board Chairman Warren L. Batts (ex-officio) and Director Hon. Jerry Butler

Absent: Director Ruth M. Rothstein (1)

Additional attendees and/or presenters were:

Maureen O'Donnell – System Interim Chief Human Resource Officer and Chief, Cook County Bureau of Human Resources

Gladys Lopez – System Interim Director of Human Resources

Lisa Meador –Deputy Chief of Labor Relations, Cook County Bureau of Human Resources

Ram Raju, MD, MBA, FACS, FACHE – Chief Executive Officer

Elizabeth Reidy – System General Counsel

Deborah Santana – Secretary to the Board

**II. Public Speakers**

Chairman Lyne asked the Secretary to call upon the registered speakers.

The Secretary called upon the following registered public speaker:

1. George Blakemore                      Concerned Citizen

**III. \*\*Report from System Human Resources Department**

**A. Report from Interim Director of Human Resources (Attachment #1)**

Gladys Lopez, System Interim Director of Human Resources, provided an update on the following subjects: Recruiting – Vacancies filled through May 7, 2012; Training and Development; and Multicultural Affairs. The Committee reviewed and discussed the information.

With regard to the information presented on the vacancies filled – breakdown by position (page 3 of the presentation), Board Chairman Batts inquired regarding some of the positions classified as "Other," such as the positions of EKG Technician and Respiratory Therapist. He asked whether these types of positions would fall under a category closer to "Clinical Support," as they are positions providing direct patient care. Ms. Lopez responded in the affirmative; she will regroup those positions that provide direct patient care (the revised document reflecting the regrouping is included in the minutes).

**IV. Action Items**

**A. Proposed Collective Bargaining Agreement with the RWDSU Local 200, representing Health and Hospitals System Administrative Assistant Vs**

This item was considered following the adjournment of closed session.

Director Carvalho, seconded by Director Golden, moved to approve the proposed Collective Bargaining Agreement with the RWDSU Local 200. THE MOTION CARRIED.

Director Ramirez voted PRESENT.

**B. Any items listed under Sections IV and V**

**V. Closed Session Items**

- A. Proposed salary offers**
- B. Discussion of personnel matters**
- C. Update on labor negotiations**
- D. Discussion of litigation matters**
- E. \*\*Report from System Human Resources Department**

Director Carvalho, seconded by Director Golden, moved to recess the regular session and convene into closed session, pursuant to the following exceptions to the Illinois Open Meetings Act: 5 ILCS 120/2(c)(1), which permits closed meetings for consideration of “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity,” 5 ILCS 120/2(c)(2), regarding “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,” and 5 ILCS 120/2(c)(11), regarding “litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

On the motion to recess the regular session and convene into closed session, a roll call was taken, the votes of yeas and nays being as follows:

Yea: Chairman Lyne and Directors Carvalho, Golden and Ramirez (4)

Nay: None (0)

Absent: Director Rothstein (1)

THE MOTION CARRIED UNANIMOUSLY and the Committee convened into closed session.

**V. Closed Session Items (continued)**

Chairman Lyne declared that the closed session was adjourned. The Committee reconvened into regular session.

Director Carvalho, seconded by Director Golden, moved to approve the proposed Grade 24 salary offer presented in closed session. THE MOTION CARRIED UNANIMOUSLY.

**VI. Adjourn**

As the agenda was exhausted, Chairman Lyne declared the meeting ADJOURNED.

Respectfully submitted,  
Human Resources Committee of the  
Board of Directors of the  
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXX  
Sister Sheila Lyne, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXX  
Deborah Santana, Secretary

Cook County Health and Hospitals System  
Minutes of the Human Resources Committee Meeting  
May 24, 2012

ATTACHMENT #1



# **Human Resources Committee Meeting**

**May 24, 2012**



# Recruiting

- A total of 111 vacancies have been filled through May 7, 2012
  - 4 Re-Hires
  - 39 Re-Calls
  - 13 Internal Candidates
- Promotions to highlight:
  - ~ 1 PCA to CNI (Natasha Stricklin)
  - ~ 1 LPN to CNI (Jenise Oliver-Jones)
  - ~ 1 CNI to CNII (Michelle Graham)
- 55 External Candidates

**Vacancies Filled Through May 7, 2012 ~ Breakdown by Position**

	<b>Re-Hire</b>	<b>Re-Call</b>	<b>Internal</b>	<b>External</b>	<b>Total</b>
<b>Nurses</b>					
APN-Nurse Practitioner				1	1
Clinical Case Manager	1			2	3
CNI			5	16	21
CNII			1		1
In-House Registry Nurse				2	2
Nurse Coordinator II	1				1
LPN II				4	4
					<b>29 Nurses</b>
					<b>4 LPNs</b>
<b>Physicians</b>					
Attending Physician 6			1	3	4
Attending Physician 7	1				1
Attending Physician 10				1	1
Attending Physician Sr.12				1	1
Attending Physician-Adult Medicine				1	1
Consultants (Physicians)				1	1
Medical Division Chairman K11			1		1
					<b>10 MDs</b>
<b>Clinical Support</b>					
Administrative Aide		2			2
Attendant Patient Care		10		10	20
Certified Nursing Attendant		3			3
					<b>25 Clinical Support</b>
<b>Other</b>					
Building Service Worker		6			6
CEO Executive Assistant			1	1	2
Clerk V		9			9
Computer Operator I				1	1
Director of Strategic Sourcing/Contract				1	1
EKG Tech		1			1
Groundskeeper		1			1
Health Service Representative I		1			1
Interpreter				4	4
Learning & Development Assist.				1	1
Medical Social Worker II		1			1
Medical Tech I		1			1
Operating Room Tech				3	3
Pat Access Supervisor,Fin Coun				1	1
Pharmacy Technician			4		4
Receptionist				1	1
Respiratory Therapist		3			3
Respiratory Therapist Supervisor	1				1
Ward Clerk		1			1
	<b>4</b>	<b>39</b>	<b>13</b>	<b>55</b>	<b>111</b>
					<b>43 Other</b>

## Vacancies Filled Through May 7, 2012 ~ Breakdown by Position

REVISED 5/30/12

	Re-Hire	Re-Call	Internal	External	Total
<b>Nurses</b>					
APN-Nurse Practitioner				1	1
Clinical Case Manager	1			2	3
CNI			5	16	21
CNII			1		1
In-House Registry Nurse				2	2
Nurse Coordinator II	1				1
LPN II				4	4
					<b>29 Nurses</b>
					<b>4 LPNs</b>
<b>Physicians</b>					
Attending Physician 6			1	3	4
Attending Physician 7	1				1
Attending Physician 10				1	1
Attending Physician Sr.12				1	1
Attending Physician-Adult Medicine				1	1
Consultants (Physicians)				1	1
Medical Division Chairman K11			1		1
					<b>10 MDs</b>
<b>Clinical Support</b>					
Administrative Aide		2			2
Attendant Patient Care	10		10		20
Certified Nursing Attendant	3				3
EKG Tech	1				1
Health Service Representative I	1				1
Interpreter			4		4
Medical Social Worker II	1				1
Medical Tech I	1				1
Operating Room Tech			3		3
Pharmacy Technician		4			4
Respiratory Therapist	3				3
Respiratory Therapist Supervisor	1				1
Ward Clerk	1				1
					<b>45 Clinical Support</b>
<b>Other</b>					
Building Service Worker	6				6
CEO Executive Assistant		1	1		2
Clerk V	9				9
Computer Operator I			1		1
Director of Strategic Sourcing/Contract				1	1
Groundskeeper	1				1
Learning & Development Assist.				1	1
Pat Access Supervisor,Fin Coun				1	1
Receptionist				1	1
					<b>23 Other</b>
	4	39	13	55	111

# Training & Development

- The System Manager of Training & Development (Ms. Karen Williams) has been working with Clinical Leaders, Compliance and IT to successfully launch the new CCHHS Learning Management System (LMS) in July 2012.
- Over the past six months, time was spent configuring and testing the new application.
- We are preparing to upload the users (6K) and course content (New Resident Training & Annual Training).

# Multicultural Affairs

- The System Director of Multicultural Affairs (Ms. Miriam Gonzalzles) has compiled a Cultural Awareness Calendar (please see the attached Appendix)
- Events will be hosted in the cafeteria to recognize the diversity of our employees.
  - In February we celebrated Black History Month.
  - This month there are several celebrations: South Asian Heritage Month, Haitian Heritage Month and Asian/Pacific American Month
- CCHHS' Website Includes a Tab for Multicultural Affairs where the Cultural Awareness Calendars are posted along with additional information

**From the Desk of Dr. Raju**

Colleagues- As we prepare for visitors from near and far this weekend, I want to let you all know how sincerely proud I am to witness the teamwork of this organization. As the leading health system for NATO weekend, I am confident that all staff will step up and treat visitors of the health system with respect and great care. While the summit will be closed to the public, the summit offers a once-in-a-lifetime opportunity-- to witness world leaders working together to address world-wide challenges. And, this is a perfect time post September 11, to group together and practice training exercises, communications practices, and overall emergency preparedness efforts. I want everyone to know there have been no credible threats of any sort.

**NATO WEEKEND NEWS**

TOP 5 Facts You Needs to Know! 1. There have been no credible threats of any kind made. 2. We are open for business as a health system. 3. Check memos from hospital administration on parking/transportation. 4. Google OEMC-for the most up to date information on traffic. 5. Call 312.864.NEWS for any changes in service throughout the weekend.

**Preparations for NATO Weekend! News You Need to Know!**

We are working to make sure all CCHHS campuses are safe. Under the direction of the Stroger Hospital Police Department, please be aware of the following changes to promote enhanced security and safety of our patients and employees during the NATO Summit period: The CCHHS Administration Building will Close Friday, May 18, at 7:00PM and reopen Monday, May 21, at 5:00AM. Both the Ruth M. Rothstein CORE Center and Hektoen Institute will close Saturday and Sunday, May 19 and 20. Normal business hours will be conducted during daytime hours, Friday, May 18, and will resume Monday, May 21. Fantus Clinic will close at 5:00pm on Friday, May 18th with no access. Fantus will conduct normal business hours on Saturday, Sunday, and Monday May 19, 20 and 21. For more information call 312.864.NEWS.

**News you need to know from IT about email**

ccbhs.org email users will no longer be able to access the old email system as of May 31, 2012. More than 6,300 email accounts have been migrated and or created on the cookcountyhhs.org system which



**COOK COUNTY HEALTH  
& HOSPITALS SYSTEM**  
**CCHHS**

We Bring Health **CARE** to Your Community

<b>CCHHS</b>	<b>ACHN</b>	Cermak Health Services	Oak Forest Health Center	Provident Hospital	Stroger Hospital	Help
Departments	Policies	Information Security	Careers	PowerChart 2012	Compliance	Risk Management

CCHHS > Multicultural Affairs

[translated documents](#)

**Multicultural Affairs**

[Translated Documents](#)

[Spiritual Care Guide](#)

[Cultural Tool](#)

**VIDEOS**

**Transgender Video**



**Announcements**

### **May Cultural Awareness Calendar**

[Read more..](#)

### **South Asian Heritage Month**

[Read more..](#)

### **Asian/Pacific American Heritage Month**

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### **Haitian Heritage Month**

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### **Cinco De Mayo**

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### **Happy Veska Day**

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### **Shavout**

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### **Ascension of Baha'u'llah**

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